

City of Beloit  
Lieutenant of Detectives, Detective Bureau

Status: Exempt Position  
Department: Police / Operations Division

Range: Lieutenant of Detectives  
Revision Date: 07/25/2016

**General Summary**

Responsible to preserve public peace and order, prevent and detect crime, improve the quality of life for the citizens of Beloit, direct and coordinate field investigations, evaluate and determine investigative follow-up, and ensure that all investigative work is completed and managed in keeping with best practices and legal parameters. Through the application of leadership techniques, mentors investigative and patrol personnel while ensuring proper performance through the enforcement of the rules, regulations, and standard operating procedures of the Department and the laws and ordinances for which the City takes cognizance.

Your position as a City employee may require that you perform the essential functions of your job to aid the City of Beloit in order to provide for continuity of government and support of emergency response personnel to a local emergency, public event, or a declared or proclaimed state of emergency.

**Duties and Responsibilities**

**Essential Job Functions**

1. Supervise and lead assigned detective bureau personnel on a shift basis, assume responsibility for the discipline, conduct, and efficiency of all personnel of a lesser rank under his/her supervision during time of duty. In the absence of the Detective Bureau Captain, take command and exercise the authority and duties of the Captain, subject to any limitations imposed by that Captain.
2. During hours of duty, conduct prescribed shift briefings, inspect out-going personnel and equipment, communicate all orders and other necessary information, give proper instruction and advice, correct any negligence in attire, want of cleanliness and neatness or other improper personal habits, note all absences and report any irregularities to the Detective Bureau Captain.
3. Investigate citizen complaints. Inquire into all complaints and charges of laxity or misconduct in the performance of duty by a member under his/her supervision. Submit written reports of such investigations and inquiries to the Detective Bureau Captain.
4. Review and examine the interrogation and methods of operation of arrested suspects to determine their association to other criminal offenses occurring in our city.
5. Review current and past offenses under investigation to ensure that all methods of solvability are employed.
6. Respond and take command of crime scenes or potential crime scenes during their tour of duty and subject to call in when off duty, monitor the interviewing of witnesses and the collection of evidence, and ensure that all personnel operate within the guidelines of current state statutes, rules of evidence, Constitutional case law, and applicable Department policy.
7. Maintain a thorough knowledge of the criminal code and the city ordinances and supervise their enforcement. Discuss current case law and procedural changes in relation to the application of rules of evidence with members under their supervision.
8. During hours of duty, review and organize facts about on-going crimes contained in case management files and assign the investigation and all other related matters, which require immediate action or follow-up investigation.
9. To regularly test and mentor the personnel under his/her supervision in order to ascertain their knowledge of the rules and procedures of the Department, rules of evidence, and any applicable statutes or case law affecting criminal investigations and the best practice thereof.
10. Report, in writing, all cases of misconduct, incompetence, neglect of duty, or any other violation of the Department rules and procedures. Notes deficiencies in the performance of assigned

personnel and makes recommendations for corrective action on an individual or departmental basis.

11. Review, scrutinize, and approve properly documented and completed reports.
12. Schedules daily investigative related activities of assigned subordinates and is subject to work assignments at the discretion of his/her Commanding Officer. Responsible for maintaining records on personnel assigned to their shift, including payroll, compensation time, vacation, and reviews/approves leave requests. Conducts personnel evaluations of assigned subordinates, making written and oral reports denoting progress and need for training.
13. In the absence of the bureau commander, acts in his/her stead.
14. Perform such other duties that may be assigned by the Chief of Police and/or their respective commanding officer.

### **General Job Functions**

1. Responds to crime scenes, other emergencies, or fatal accidents. Directs the scene investigation and assigned investigative and evidentiary personnel. Works in concert with the patrol supervisor to ensure operational efficiency and/or request additional personnel or assistance.
2. Supervises and directs operations of any ancillary unit created within the Detective Bureau, such as the Violent Crime Interdiction Team (VCIT), or similarly created unit.
3. Facilitates information sharing between the Detective Bureau and the Patrol Division to ensure real-time analysis and suspect information is provided and coordinated.
4. Acts as an investigative liaison between the Department and other criminal justice entities.
5. Submits reports to his/her supervisor, as required, to accurately reflect problems, solutions, services, or activities of the unit.
6. Represents the department at community group meetings or as otherwise assigned.

### **Reporting Relationship**

Reports to the Detective Bureau Captain, but expected to function independently, without the presence of a supervisor, and to exercise judgment and discretion in supervising within the rules and procedures of the Department, as well as orders given by the Detective Bureau Captain/Commanding Officer.

### **Knowledge, Skills, and Abilities Required**

1. Knowledge of criminal investigation principals, best practices, applicable law, legal parameters, and available technology.
2. Ability to plan, organize, and direct the work of subordinates in all phases of law enforcement investigative procedures.
3. Knowledge of State and Federal laws regulating the operation of subordinates, as well as those affecting criminal investigations and rules of evidence.
4. Ability to coordinate the training, scheduling, and other related supervisory functions.
5. Ability to make sound decisions and to communicate effectively both verbally and in writing.
6. Ability to establish and maintain effective relationships with subordinate personnel, peer supervisors, outside criminal justice entities, and the general public.
7. Ability to testify in court or any other quasi-judicial hearing.

## Training and Experience

1. Three years of service as a Police Sergeant, Detective or Temporary Detective in the Beloit Police Department or held a similar rank or responsibilities with another law enforcement agency.
2. Certified as a law enforcement officer for the State of Wisconsin, pursuant to s. 165.85, Wis. Stats., **OR** certifiable as a law enforcement officer in Wisconsin pursuant to Wisconsin Administrative Code LES 3.05.
3. Successful completion of all appropriate written exams and assessment center training.
4. Possess a valid Driver's License at time of application.
5. Bachelor Degree in Criminal Justice or related field preferred, but not required.

## Physical & Working Environment

The physical demands and work environment described is representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The duties of this job include physical activities such as kneeling, crouching, crawling, reaching, standing, walking, lifting (up to 25 lbs.), grasping, talking, hearing/listening, seeing/observing, typing and occasional repetitive motions.
2. Involves continuous physical risks and/or some unpleasant working conditions. Some physical requirements such as endurance, strength, dexterity, are to be maintained for persons in this position.
3. This position deals with confidential and sometimes unpleasant information gathering.

Work hours are Monday – Friday, 8:00am – 4:30pm

Hours may vary as needed. Overtime may be mandated both on duty and due to call in off duty.

### **DISCLAIMER**

In an effort to provide for continuity of government under Chapter 323 of the Wisconsin Statutes and section 1.11 of the City of Beloit Code of General Ordinances, this position may be required to provide support for the City of Beloit Emergency Operation Center or other city department during declared states of emergency. This may require an altered work schedule or duties during the declared emergency.

The above information on this description has been designed to indicate the general nature and level of work performed by the employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

*Approvals:*

Name	Department Head	Date
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Name	Director of Human Resources	Date